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MEMORANDUM FOR: Director, Office of Central Reference

25X1 FROM : [REDACTED]
 : Deputy Project Director, Consolidated SAFE
 Project Office/ODP
 SUBJECT : Letter of Appreciation

The spirit of cooperation which exists among DIA and CIA members of the Consolidated SAFE Project Office (CSPO) is a model worthy of emulation throughout the Federal Government in those instances where commonality of needs, goals, and objectives can best be served by joint effort. Indeed, this cooperative attitude and willingness to share unique experiences and knowledge demonstrated by CSPO's joint staff during the last two years has extended to the two Agencies themselves. Thus, it is in this environment that the Systems Analysis Staff (SAS) of CIA's Office of Central Reference has performed an invaluable service to the SAFE project in general and to the DIA in particular.

While SAS's assistance to SAFE and DIA has been continuous and reliable in every aspect, nowhere has the spirit of cooperation and willingness to share experiences and knowledge been more apparent and appreciated by the DIA than in the area of Electrical Mail Dissemination.

DIA members of the SAFE staff realized quite early in the project that SAS represented a storehouse of experience, knowledge and expertise in the area of Electrical Mail Dissemination, and that members of that organization, led by Mr. [REDACTED] were more than willing to share the valuable lessons learned during their seven-year study and work in this area with their DIA colleagues.

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25X1 At the day-to-day working level, no individual has better exemplified the above-referenced Agency-to-Agency cooperation than Ms. [REDACTED] a member of the SAS staff. Ms. [REDACTED] from her position as head of the Operational Procedures Development Laboratory, has, from the beginning of the joint project, made a point of inviting DIA participation in all SAFE-related SAS test lab experiments and activities. Some twenty DIA analysts participated in SAS's SAFE TEST 1, which sought to determine the effects

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of soft copy display parameters upon analyst performance during message processing on a CRT device. SAFE TEST 2, which was designed to evaluate the acceptability and reliability of computer-disseminated electrical mail to analysts, involved a DIA test group of 10 analysts. While no DIA analysts participated directly in the character font test -- SAFE TEST 3 -- DIA/CSPO personnel have been invited to review the results.

In addition to arranging and coordinating DIA's active participation and involvement in test lab activities, which involved numerous briefings and work sessions with DIA analysts covering text-searching methodology and mail profile building strategies, Ms. [redacted] has briefed some six groups of DIA managers on the SAS Pilot Mail Operation (PMO) and on SAFE workstations which are installed in the test lab.

Because of DIA's limited experience in the area of Electrical Message Dissemination, Ms. [redacted] assistance during SAFE TEST 2 25X1 and in the current series of on-site PMO briefings and demonstrations, arranged for DIA analysts and tailored specifically, has been vital to DIA's efforts in introducing DIA analysts to message profile building methodology.

Under SAFE, DIA management will have the option of allowing each analyst in a given organization to develop/create one or more individual message profile(s), which will select out those messages uniquely desired by the analyst. Assuming that that option is selected, some [redacted] DIA analysts must become proficient in profile development and creation techniques by SAFE-D IOC. It is thus imperative that a well-tested, efficient approach and methodology for accomplishing this task is designed well in advance of IOC. In that regard, the CSPO staff and indeed DIA are most fortunate to have Ms. [redacted] of the SAS staff as an able, cooperative and concerned ally.

DIA is most appreciative of SAS support and wishes to express its profound gratitude to Ms. [redacted] for her outstanding individual assistance and support. To her we wish continued success in her professional career and recommend that this letter of appreciation be placed in her personnel file.

cc: RSD/DIA
D/ODP